

Erie Water Works

Position Profile

OBJECTIVE:

Develop, implement and maintain systems and resources necessary for the adequate production of high quality potable water. Develop and implement appropriate maintenance programs and insure that all EWW facilities, water plants, pump stations, and reservoirs are maintained efficiently. Insure that all local, state and federal requirements are met and provide safe and potable drinking water within the EWW's service area.

RESPONSIBILITIES:

Essential Functions (Reasonable accommodations may be provided to enable individuals with disabilities to perform these functions.)

OPERATIONS

1. Determine procedures to insure appropriate chemical feed monitoring and system pressures.
2. Insure water plants are appropriately staffed with skilled individuals, trained to insure efficient processes and continued plant operations.
3. Insure that equipment and systems meet all water quality standards as per Erie County Health, DER and EPA regulations.
4. Oversee and monitor operations and insure the implementation of necessary modifications to remain compliant with local, state, and federal regulations.
5. Develop and submit appropriate operations and capital improvements budgets.
6. Oversee capital improvements projects related to the Operations Department.
7. Establish and approve inventory levels for chemicals and disposables.
8. Develop, deliver, and implement a utility security program.
9. Establish and chair the Water Quality Committee.
10. Insure that quality control programs for sludge discharge, chemical treatment, etc. are developed, monitored and upgraded as appropriate.

MAINTENANCE

1. Develop, submit, and monitor appropriate operations and capital improvements budgets.
2. Review quantity of work and staffing levels to insure completion of work on a timely and cost efficient basis. Review maintenance work on an ongoing basis to determine if work can be performed by in-house personnel or requires outside contractors.
3. Oversee all capital improvement projects for the Maintenance Department.
4. Develop specifications for maintenance work to be performed by contractors and recommend appropriate contractors; review progress and approve for payment.

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5. Prepare the life cycle cost of equipment for repairs based on cost and/or frequency of repairs.

PERSONNEL / MANAGEMENT

1. Insure the water plants and the maintenance department are appropriately structured and staffed to accomplish the departments' and the EWW's goals; make recommendations for changes as necessary.
2. Provide on an ongoing basis the direction to direct reports; conduct performance evaluations on an annual basis.

MISCELLANEOUS

1. Coordinate maintenance efforts with Distribution and Engineering to insure an efficient, smooth operation.

II. Non-essential Functions

1. Perform other duties and responsibilities as required for the successful operation of the EWW.

REPORTS PREPARED:

1. Monthly Plant Operations Report
2. Monthly DER and Erie County Health Department Reports
3. Monthly Maintenance Report
4. Work Order Status Report
5. Other reports as requested

INTERFACE:

Internal - Must interface positively at all levels within the EWW, including other department heads.

External - Must interface positively with customers, the community, regulatory agencies, public officials, vendors and contractors.

QUALIFICATIONS:

Education - Undergraduate degree in engineering, chemistry or other water quality related major

Experience - Ten years experience in water plant operations and related maintenance system; five years direct supervisory experience.

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SPECIAL REQUIREMENTS:

- Class A Water Treatment Plant License.
- Electrical/mechanical aptitude and background.
- Demonstrated interpersonal and management skills.
- Ability to use spreadsheets, database and word processing software.
- Strong problem solving and analytical skills.
- Good planning and organizational skills and the flexibility to manage a wide array of projects and/or assignments.
- High level of verbal aptitude with the ability to effectively communicate.
- Willing and able to travel throughout the system to provide direct supervision, to observe the implementation of policies and procedures, and to conduct site inspection.
- Willing and able to travel to outlying communities and to seminars/conventions out of the state.
- Vision and hearing correctable to within the normal range.
- Valid PA driver's license.
- Light work, exerting up to 20 pounds of force.

EQUIPMENT UTILIZED:

- Personal computers and printers
- General office equipment, i.e. telephone, copier, fax machine, etc.

Position Dimensions:

Number of Direct Reports: 5

Number of Indirect Reports: approx. 25

Note: Erie Water Works reserves the right to modify this job description at any time.